



Arnold Schwarzenegger – Governor
Jeff Davi - Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Auditor I or General Auditor II or III

Permanent Full-time

Oakland

The Department of Real Estate has an opening for an Auditor I or General Auditor II or III in the Oakland District Office. The position will be filled at either the Auditor I, General Auditor II, or III level dependent upon the qualifications of the individual selected. The Oakland District Office is located at 1515 Clay Street, Suite 702, Oakland. This position requires little travel.

Duties of the position(s) include:

- Perform routine and investigative audits of real estate licensees or subdividers to determine their compliance with the Real Estate Laws and Commissioner's Regulations.
- Assisting in or performing the more complex audits.
- Preparing working papers supporting audit findings and conclusions.
- Writing reports detailing the results of the audit.

Required qualifications:

- 4-year degree in accounting or 19 units of professional accounting/auditing courses (transcripts required).
- Field investigative audit experience.
- Financial auditing or accounting experience.
- Ability to learn and apply real estate laws and regulations to specific audit situations.
- Ability to perform and complete audit assignments.
- Ability to write accurate, concise audit reports.
- Ability to work under pressure within mandated timeframes.
- Willingness to travel within the regional area (occasional overnight travel).
- A valid California Driver's License with good driving record.

Desirable qualifications:

- Knowledge of California Real Estate Laws, Rules, and Regulations.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.

Salary: *Auditor I - \$3004-3653 General Auditor II - \$3715-4516 General Auditor III - \$4467-5431

*Starting salary for individuals appointed to the class of Auditor I will be \$3155.

Who may apply: Current State employees eligible to transfer to the Auditor I, General Auditor II or General Auditor III classification and meet the accounting requirements. Consideration given to SROA/Surplus employees.

Please indicate SROA/Surplus information on your state application or include a copy of your notice.

Submit Application and Transcripts to:

Department of Real Estate
P.O. Box 187000 (Attn: MC)
Sacramento, CA 95818-7000
(916) 227-0795 or CALNET 498-0795

For Information on the Position Contact:

Dan Sandri, Supervising Auditor II
Oakland District Office
(510) 622-2552 or CALNET 8-561-2552

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.